

**Eastern Idaho Public Health – Board of Health**  
**Employee Handbook Policy Review**  
**November 19, 2015**

Policies for Review:

1. Records Disclosure (Idaho Public Records Law)
2. Retention and Disposal of Records
3. Service Requests
4. Sexual Harassment and Other Prohibited Discrimination Practices
5. Sick Leave
6. Special Leaves
7. Telecommuting
8. Tobacco-Free Environment
9. Tort Claims, Summons, or Complaints
10. Vacation Leave
11. Workplace Violence

## **RECORDS DISCLOSURE (~~Freedom of Information Act~~) (Idaho Public Records Law)**

### **PUBLIC RECORDS**

EIPH employees will comply with Idaho statute, ~~Title 9, Chapter 3~~ **Title 74, Chapter 1** dealing with Public Records and the right of citizens to examine our records. Specifically employees will comply with **section 74-103 on timeliness of information request replies. sections 9-338 and 9-339 of the statutes.**

"Public record" includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

### **RECORD REQUESTS**

Every person has a right to examine and take a copy of any public record of EIPH and there is a presumption that all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.

Any employee who receives Public Records Request will accept the request from the requesting individual and forward it immediately to the Division Director (Custodian) who will determine the course of action to be taken in compliance with applicable laws. In cases where the Division Director is not available, the request can be given to a Division Supervisor or the EIPH Director.

An employee shall make no inquiry of any person who applies for a public record, except to verify the identity of a person requesting a record in accordance with section ~~9-342~~ **74-102**, Idaho Code, to ensure that the requested record or information will not be used for purposes of a mailing or telephone list prohibited by section ~~9-348~~ **74-120**, Idaho Code, or as otherwise provided by law. The person may be required to make a written request and provide their name, **e-mail address**, a mailing address and telephone number.

### **CLIENT RECORDS**

Confidentiality of services and records maintained for clients of the District are protected by Idaho Code. (Examples: 9-203; 37-2743; 37-3102; 39-606; 39-1392.e; 39-3801; 39-4301; 39-4306; 66-348). In addition, programs augmented by federal funds have specific rules and regulations to ensure patient confidentiality that must be observed.

### **PUBLIC RECORDS GUIDELINES**

**Records maintained by EIPH are related to public Health operations in Public Health District Seven defined under Idaho Code Title 39, Chapter 4. The records custodians are the Division Directors or if they are not available the Agency Director. Records are primarily stored in the main office at 1250 Hollipark Drive, Idaho Falls, ID 83401. Other offices in our eight county coverage area may store some records however all public records requests must be originated through the main office.**

## **RETENTION AND DISPOSAL OF RECORDS**

### **Retention**

- The District's various Divisions have division-specific retention schedules that will be followed and updated as needed.
- All records should be reviewed to assure that disposition is carried out in accordance with District retention schedule.
- Confidential records shall be safeguarded against unauthorized use and exposure during storage and use.
- One person in each department shall be responsible for management of records.
- Any financial records in the Satellite offices that are not sent to Idaho Falls must be retained until an audit has been performed and finalized on that fiscal year.

### **Destruction of Records**

- Division Directors shall give final approval prior to the destruction of records.
- Confidential records shall be destroyed by methods that shall safeguard records against unauthorized use and exposure during their destruction.

## SERVICE REQUEST POLICY

### PURPOSE

In order to more efficiently and effectively coordinate all requests for service, EIPH has implemented a centralized service request procedure for use by employees. This will ensure that requests for service are routed to the appropriate individual for follow-up.

### POLICY

- When any type of service (building/office maintenance, vehicle maintenance or repair, computer/phone issue, etc.) is needed by an employee, a [Service Request Form \(Appendix H\)](#) should be completed.
- The form is available on the district's intranet or from the Human Resource Specialist in the Idaho Falls office.
- Completed forms should be submitted to the Human Resource Specialist.
- Completed forms will be routed to the appropriate party for follow-up.

**APPENDIX H: SERVICE REQUEST FORM**

**SERVICE REQUEST FORM**

**CLEANING MAINTENANCE SUPPLY**

Office Location: \_\_\_\_\_ Date: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

\_\_\_\_\_ Routine \_\_\_\_\_ Urgent

Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please send the request to Human Resources. Keep a copy for the Division.*

+++++

***Office Use***

Date completed: \_\_\_\_\_

Completed by: \_\_\_\_\_

Supplies needed: \_\_\_\_\_

\_\_\_\_\_

Time required: \_\_\_\_\_

Additional Information: \_\_\_\_\_

## **SEXUAL HARASSMENT AND OTHER PROHIBITED DISCRIMINATION PRACTICES**

### **General Information/Affirmative Action**

EIPH is committed to providing a safe and congenial work environment for its employees. The definition of work environment shall include anywhere that employees are performing work duties such as the office, any work site, or travel time to and from a work site. Sexual harassment or discrimination of an employee based on race, sex, national origin, age, color, religion, or disability is forbidden in any manner. These types of behaviors are destructive in nature and will not be tolerated.

Any form of sexual harassment or other illegal or discriminatory practice of any employee is strictly prohibited by law and by this policy. Employees are expected to refrain from conduct that may be reasonably considered offensive to others. Offensive conduct may be written or verbal. Offensive conduct includes, but is not limited to, the use of profanity, sexual comments or images, racial slurs, gender specific comments, or any comments that would reasonably offend someone on the basis of his or her age, race, religious beliefs, national origin, or disability. All employees are expected to treat their co-workers with courtesy, respect and dignity. No employee shall use the authority of their position or the circumstances of work place to sexually harass others.

Any employee, supervisor, or Director who is made aware of an alleged incident shall bring the matter to proper resolution by taking action in accordance with the procedures in this policy. Retaliating or discriminating against an employee for complaining about sexual harassment or other illegal discrimination is prohibited.

### **Filing, Investigation and Resolution**

Employees who believe they are being subjected to illegal, prohibited sexual harassment or any other forms of discrimination based on race, color, sex, national origin, age, religion, or disability are encouraged to file a complaint with their immediate supervisor, Division Director, or the District's Human Resource Specialist. If they so desire, they may file a claim of illegal sexual harassment directly with Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC).

Any employee aware of or suspecting the occurrence of sexual harassment is expected to report the matter through the most confidential and direct means possible to preserve morale and discipline in the work unit. The employee will not discuss the matter with co-workers and persons not directly responsible for investigating the matter.

## SICK LEAVE

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 3: SICK LEAVE](#).

Employees shall earn sick leave and be eligible to take sick leave in accordance with Idaho Code § [67-5333](#), [59-1603](#), [59-1605](#), and [IDHR Rule 240](#). Sick leave is for illness and should not be abused.

### **ELIGIBILITY**

Employees must meet the criteria to qualify as eligible for benefits in order to accrue sick leave. Some employees are ineligible for sick leave, such as:

- Employees who regularly work less than 20 hours per week; or
- Employees who are in non-pay status (i.e. on unpaid leave of absence); or
- Temporary employees who are hired to work less than five months, regardless of number of hours worked per week.

An employee who is originally not expected to work five months but who does so is entitled to receive sick leave benefits retroactively in accordance with the above accrual rates.

### **ACCRUAL**

Sick leave shall accrue at the rate of .04615 hours per hour worked or paid (with the exception of paid compensatory leave).

To calculate your sick leave accrual in any one pay period, take the number of hours paid to you (excluding compensatory time taken) and multiply it by 0.04615. For example, an employee who works 80 hours (ACT) in a pay period earns 3.7 hours of sick leave (calculated by multiplying 80 by 0.04615).

Employees earn sick leave while on paid leave except with compensatory time off. Sick leave accrues without limit.

### **USE OF SICK LEAVE**

When possible, employees are expected to plan time away from work by notifying their supervisor in advance prior to the absence. For example, when scheduling a routine doctor's appointment or planned surgery an employee's supervisor should be consulted. Employees must use some type of paid leave for these circumstances (i.e. sick, vacation, or compensatory time).

Sick leave may only be used in cases of the employee's actual illness or disability or other health reasons necessitating the employee's absence from work or Employee Assistance Program (EAP) appointments. In addition, an employee may also use sick leave when needed to attend to a family member's medical appointments, serious illness, disability, or death and funeral in the family. Eligibility to use sick leave includes self, spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage or legal guardian. (Ref. IDHR Rule 240.03)

*If you are ill, you must notify your supervisor as soon as you can. You are also required to notify your supervisor each additional day of illness thereafter. If your term of illness is three (3) days or more, a written statement may be required from your doctor explaining the nature of the illness and when you will be able to return to work. Returning to work too early from a communicable disease or serious injury may jeopardize the health of our clients or yourself.*

*In the event an employee becomes ill while on vacation leave, it is the employee's responsibility to notify their supervisor as soon as possible and periodically thereafter so the supervisor will know when the employee will return to work.*

#### **Limitations on Sick Leave Use.**

- Employees may not use sick leave for time off due to adoption or foster care placement unless the child has a medical condition requiring care.

- Sick leave cannot be used in lieu of vacation leave. If an employee exhausts accrued sick leave, the employee must use other accrued leave balances prior to the employee receiving leave without pay (unless the employee is on approved Family and Medical Leave or absent due to a work-related illness or injury).
- Sick leave cannot be taken in the same pay period in which it is earned.
- Sick leave may not be utilized if it will result in pay in excess of the employee's normally scheduled workweek. For example, if a full-time employee calls in sick on Monday, then works 9 hours per day on Tuesday through Friday, that employee's timesheet would reflect:

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
ACT			9	9	9	9		36
SIC		4						4
								40

Use Parameters for Executive Employees Only. Employees designated as Executive shall not use accrued sick leave in less than half day increments. For example, if an Executive employee works for 6 hours, and takes the remainder of that day off due to a qualifying illness, no accrued sick leave is used. Conversely, if an Executive employee works for 2 hours, and takes the remainder of the day off due to a qualifying illness, then 6 hours of accrued sick leave is used.

Managing Sick Leave. Patterns or excessive absences can negatively impact individual performance and EIPH's services. Therefore, a supervisor who suspects an employee is abusing sick leave may: (Ref. IDHR Rule 240.07)

- Require the employee to provide a doctor's note justifying the absence; or
- Investigate an employee's suspected sick leave abuse and address any misuse or abuse as necessary.

Any employee who is on approved sick leave and is found to be working at another job, or is otherwise misusing sick leave, shall be subject to disciplinary action up to and including dismissal.

#### **Inability to Return from Medical Leave**

Employees off work due to their own or a family member's illness or injury are required to keep EIPH informed as to their health status and intent to return. During that time period, sick leave or other accrued leaves may be used.

Required Physician Notes. During the employee's medical leave, EIPH may require updated physicians' statements regarding the employee's expected date of return to work.

Employee Unable to Return to Work. If an employee is unable to return to his regular work duties (with or without accommodation) after twelve (12) weeks or after exhausting accrued sick leave, whichever is longer, the employee will be medically laid off. (Ref. IDHR Rule 241.02)

Employees may not use leave without pay or time spent in a light or alternate duty position, to extend the medical layoff date.

#### **Effect of Transfers on Accrued Sick Leave**

Accrued sick leave transfers with employees when they transfer from one State agency to another.

#### **Effect of Separation on Accrued Sick Leave**

When employees leave State service, all accrued and unused sick leave will be forfeited, except as provided in Idaho Code § 67-5333 (i.e., separation due to retirement).

Reinstatement of Sick Leave. If an employee returns to credited state service within three (3) years of separation, all sick leave forfeited at time of separation will be reinstated. [Ref. Idaho Code § 67-5333(1c)]

## SPECIAL LEAVES

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 5: SPECIAL LEAVES](#).

In addition to sick and vacation leave benefits, other miscellaneous leave benefits may be available to employees.

### **LEAVE OF ABSENCE WITHOUT PAY (LWOP)**

A leave without pay may be one day, or a fraction thereof, or an extended absence during which an employee is not paid. This policy includes applicable restrictions to use of LWOP.

Use and Approval of LWOP. All LWOP must be approved by a Division Director. In addition, any LWOP in excess of one week must be approved by EIPH's director. Unless prohibited by workers compensation, family medical leave, disability, or other statewide leave policies, EIPH's director has discretion on whether the employee is required to exhaust all other applicable types of accrued leave before commencing leave without pay.

LWOP and Worker's Compensation Absences] Division Director and/or EIPH Director approval are not required for employees absent from work due to a work-related illness or injury to be unpaid. The decision to use accrued sick and/or vacation balances in this situation is the employee's.

Credited State Service Hours. Employees on LWOP do not earn credited state service hours.

LWOP and Medical Insurance Coverage. Contact the Department of Administration, Group Insurance for further information

### **MILITARY LEAVE - (FEDERAL ACTIVE DUTY)**

Employees who are members of the U.S. Armed Forces or the National Guard that receive federal military orders requiring them to be absent from work, shall be entitled each calendar year to one hundred twenty (120) hours of paid military leave (MLT). Military leave with pay will be authorized when the employee submits a copy of their federal orders from the appropriate military jurisdiction, which sets forth the dates of required military service. Each period of absence must be supported by orders or other documentation on file in the employee's military unit headquarters.

Any probationary, provisional, or permanent employee who voluntarily, or upon demand, leaves a position to enter upon prolonged federal active duty with the military will be returned to their same or similar position upon their return from such leave. A copy of the orders is required to take military leave, and a copy of the discharge papers is required upon returning from said leave.

Amount of Leave. Such employees, regardless of whether they work full-time or part-time, are entitled to one hundred twenty (120) hours of military leave with pay in one (1) calendar year.

Use of other accrued leave. During federal military deployment, the employee will be in a state employment status of 'Inactive With Pay'. Therefore, the employee may elect to use Vacation (VAC) and/or Compensatory Time (CPT) during the deployment period. The employee must provide a written request to their supervisor prior to the use of such time.

Benefits for Employees. Employees who are members of the U.S. Armed Forces or the National Guard who are called to federal active duty will receive regular employee benefits for thirty (30) calendar days after departure. The agency will pay for the State's portion of the health insurance premiums during those thirty (30) calendar days; the employees will be responsible for their portion. Employees called for federal active duty shall, upon their return to state employment, receive credited state service hours for their regularly-scheduled hours that they missed while on federal active duty.



Flexible Leave. Employees in reserve programs often have an option on dates for annual training exercises. Appointing Authority may request the employee to select dates which will least interfere with the agency's objectives. If the employee has a choice, it shall be the employee's responsibility to discuss it with his/her supervisor and the military unit and to accept such dates.

#### **MILITARY LEAVE - (STATE ACTIVE DUTY)**

Any probationary, provisional, or permanent employee who voluntarily, or upon demand, leaves a position to enter state active duty with the Military Division will be granted military leave without pay, and will be returned to their same or similar position upon their return such leave. A copy of the orders is required to take military leave, and a copy of the discharge papers is required upon returning from said leave.

Inability to Use Accrued Leave. State employees that are called to state active duty will remain in a state employment status of 'Active'. No earnings will be reported for the employee during the deployment period. (Only time worked as state active duty will be coded via Idaho Military Division). Because the employee continues to be an active State of Idaho employee during the state active duty and the State of Idaho is the employer, the employee is not eligible to use any paid leave from the original employing agency during the state active duty deployment period.

Accrual of Credited State Service. Employees on state active duty will accrue credited state service for time worked with the Military Division.

#### **ORGAN AND BONE MARROW DONATION LEAVE**

Employees are not required to take sick leave when donating an organ or bone marrow. Employees may take a maximum of thirty (30) working days of paid leave if they are donating a body organ, and a maximum of five (5) working days of paid leave if they are donating bone marrow. (Ref. I-Time code "DNO")

To receive "DNO" leave, employees must provide a physician's note indicating whether the leave is for bone marrow or organ donation and the expected duration of the leave. (Ref. Idaho Code § [67-5343](#)) Supervisors are responsible for monitoring the total number of days of DNO leave taken by their respective employees.

#### **ADMINISTRATIVE LEAVE WITH PAY**

EIPH may grant administrative leave with pay under the following conditions:

1. When the employee is being investigated;
2. When the employee is in the due process procedure of a disciplinary action;
3. When EIPH's director or designee declare a facility closed or inaccessible because of severe weather, civil disturbances, loss of utilities, or other disruptions;
4. When EIPH's director deems it necessary due to an unusual situation, emergency, or critical incident that could jeopardize agency operations, the safety of others, or could create a liability situation for the agency; or
5. When approved in advance by the Governor.

#### **COURT AND JURY SERVICES**

Employees are permitted and encouraged to participate in the court process.

Connected with Official State Duty. When an employee is subpoenaed or required to appear as a witness in any judicial or administrative proceeding in any capacity connected with official state duty, he or she shall not be considered absent from duty. The employee shall not be entitled to receive compensation from the court. Expenses (mileage, lodging, meals, and miscellaneous expenses) incurred by the employee shall be reimbursed by his or her respective department in accordance with department travel regulations.

Private Proceedings. When an employee is required to appear as a witness or a party in any proceeding not connected with official state duty, the employee shall be permitted to attend. The employee may use accrued leave or leave without pay.

Jury Service. When an employee is summoned by proper judicial authority to serve on a jury, he or she shall be granted a leave of absence with pay (JUR) for the time which otherwise the employee would have worked.

The employee shall be entitled to keep fees and mileage reimbursement paid by the court in addition to salary. Expenses in connection with this duty are not subject to reimbursement by the state.

### **MISCELLANEOUS LEAVE**

An employee attending non-job related training, performing civic duties, or other similar activities can use earned leave time to cover the period of absence from work.

Leave for Job Interviews: Internal. Time spent interviewing for other positions within the employee's Agency is considered time worked. Time spent traveling to and from interview appointments within their Agency is not considered time worked unless approved by the Appointing Authority.

Leave for Job Interviews: External. Time spent interviewing for positions outside the employee's Agency is not considered time worked and the employee is required to use appropriate accrued leave or leave without pay to cover the period of absence from work.

### **ELECTION LEAVE**

Appointing authorities shall make reasonable accommodations to an employee's need for leave to vote. Such leave shall be charged to the employee's accrued vacation leave or compensatory time off.

### **RELIGIOUS LEAVE**

Appointing authorities shall make reasonable accommodations to an employee's need for leave for religious observances. Such leave shall be charged to the employee's accrued vacation leave or compensatory time off.

### **RED CROSS DISASTER SERVICES LEAVE**

Employees who have been certified by the American Red Cross as disaster service volunteers shall be granted up to one hundred twenty (120) hours of paid leave in any twelve month period to participate in relief services pursuant to Section 67-5338, Idaho Code. Such relief services must be in Idaho or a state bordering Idaho.

## **TELECOMMUTING**

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 7: TELECOMMUTING](#).

Telecommuting is a work arrangement in which an employee is directed or permitted to perform their usual job duties away from the office. EIPH does not routinely allow telecommuting nor have guidelines been adopted for this practice at the present time.

## **TOBACCO-FREE ENVIRONMENT**

EIPH is a Tobacco-Free Workplace.

The health hazards of tobacco use, including being subjected to secondary passive smoke, are well recognized. As a courtesy to our employees and customers, in order to act as a role model for promoting a healthy lifestyle, smoking and tobacco use are not permitted inside EIPH facilities, nor any place on EIPH grounds, in EIPH vehicles, or in any vehicles parked on EIPH property.

As a reminder, "Tobacco-Free Zone" signs are visibly posted. Enforcement of this policy is the shared responsibility of all EIPH personnel. EIPH's tobacco policy applies to all employees, volunteers, clients, visitors, contractors, and vendors.

Violation of this policy by any employee will result in corrective action. Depending on the circumstances, this action may include disciplinary action, up to and including termination of employment.

## **TORT CLAIMS, SUMMONS, OR COMPLAINTS**

### **Accepting a Claim**

The law requires all claims be filed **only** with the EIPH Director in his/her capacity as Secretary to the District Board of Health. Should any claim, summons, or legal complaint be presented to any of the staff, it is to be **refused** and the person referred to the Director immediately. If the Director is unavailable, EIPH's Human Resource Specialist is the only one authorized to accept a claim on his/her behalf.

### **Time Frame for Filing a Claim**

Section 6-906, Idaho Code, requires that you file a notice with the Health District involved, within 180 days from the day of the accident or damages. A [Notice of Claim Form \(Appendix E\)](#) must be used when filing a claim. The claim is to be filed with the EIPH Director in his/her capacity as Secretary of the District Board of Health. Copies of You may also attach copies of estimates, bids, or other information which an individual feels may be useful in the processing of a claim may be attached to the Notice of Claim Form.

## APPENDIX E: NOTICE OF CLAIM FORM

In compliance with Title 6, Chapter 9, Idaho Code, the undersigned hereby presents a claim against the State of Idaho for damages arising out of an occurrence which happened as follows:

Date and time of Claim: \_\_\_\_\_

Place or location: \_\_\_\_\_

Cause of damages (describe the details and circumstances of the accident or occurrence):

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Witnesses:

Name

Address

Phone #

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Amount of claim: \$\_\_\_\_\_ (Attach all bills or other substantiating information as to the amount of the claim.)

Personal Injury (please describe the extent of your injury, your attending physician, the place of emergency treatment, etc.):

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Property damage (describe the property damaged):

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name of Claimant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## VACATION LEAVE

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 2: VACATION LEAVE](#).

### General Information

Eligible employees will earn vacation leave and be eligible to take vacation leave in accordance with Idaho Code §§ [67-5334](#), [59-1603](#) and [59-1606](#). Vacation is a period of exemption from hours worked. Vacation leave may be used only when requested by the employee and approved by his/her supervisor. It is necessary to schedule vacation when it will least interfere with the efficiency of the department. Employees should submit vacation requests as far in advance as possible to aid the supervisor in planning the schedule.

### Eligibility

Employees must meet the criteria to qualify as eligible for benefits in order to accrue vacation time. Some employees are ineligible for vacation, such as:

- Employees who regularly work less than 20 hours per week; or
- Employees who are in non-pay status (i.e. on unpaid leave of absence); or
- Temporary employees who are hired to work less than five (5) months, regardless of number of hours worked per week.

An employee who is originally not expected to work five (5) months but who does so is entitled to receive vacation leave benefits retroactively in accordance with the accrual rates within this policy and Idaho Code.

### Accrual

Employees earn vacation leave for every hour worked or paid (with the exception of paid compensatory leave). For example, employees earn vacation leave while on paid vacation or paid sick leave.

The Idaho Division of Human Resources designates job classifications as either Covered (by the Fair Labor Standards Act), Computer Worker, Professional, Administrative, or Executive.\* The amount of vacation an employee accrues per qualifying paid hour depends on that designation.

Vacation Accrual Rates and Limits				
Employee Designation	Hours of Service	Accrual Rate Per Hour	Accrual Rate per Pay Period for Full-Time Employees*	Accrual Limit
Covered	0-10,400	0.04615	3.7 hours	192 hours
Covered	10,401 - 20,800	0.05769	4.6 hours	240 hours
Covered	20,801 - 31,200	0.06923	5.5 hours	288 hours
Covered	31,201 or more	0.08077	6.5 hours	336 hours
Administrative/Professional/Computer Worker	0-10,400	0.05769	4.6 hours	192 hours
Administrative/Professional/Computer Worker	10,401 - 20,800	0.06923	5.5 hours	240 hours
Administrative/Professional/Computer Worker	20,801 - 31,200	0.08077	6.5 hours	288 hours
Administrative/Professional/Computer Worker	31,201 or more	0.08077	6.5 hours	336 hours
Executive	0-10,400	0.09615	7.7 hours	200 hours
Executive	10,401 - 20,800	0.09615	7.7 hours	240 hours
Executive	20,801 - 31,200	0.09615	7.7 hours	288 hours
Executive	31,201 or more	0.09615	7.7 hours	336 hours
*amounts are rounded to the nearest tenth				

\*To determine your designation, refer to IDHR's website at <http://dhr.idaho.gov/stateJobs.html>. Select "Job Descriptions." Find and select your classification within the alphabetical list. At the bottom of the page for your job classification description, the "overtime code" will reflect either: C for "covered", A for "administrative", P for "professional", E for "executive", or I for "computer worker".

### **Use of Vacation Leave**

Employees are required to obtain approval from their supervisor prior to the use of vacation leave. Supervisors should approve vacation leave with reasonable consideration for the employee's needs and desires, on the basis of work requirements, and when it will least interfere with the efficient operation of the agency.

**Use Prohibited for Accrual.** Vacation leave cannot be taken in the same pay period in which it is earned. For example, an employee cannot use the 3.7 hours earned during the current pay period until a subsequent pay period.

**Use Limitations.** Vacation leave may not be utilized if it will result in pay in excess of the employee's normally scheduled workweek. For example, if a full-time employee plans Friday off, but works 9 hours per day on Monday through Thursday of that week, the employee's timesheet would reflect:

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
ACT		9	9	9	9			36
VAC						4		4
								40

**Use When Ill.** Employees may elect to charge time off work due to illness to accrued vacation leave rather than to accrued sick leave. However, in the event an employee is ill and has no accrued sick leave, other accrued leave balances, including vacation leave, must be used prior to the employee receiving leave without pay (unless the employee is on approved Family and Medical Leave or is absent from work due to a work-related illness or injury).

**Use for Emergency Conditions.** If an employee is unable to report to work because of severe weather, road, or other related emergency conditions, and the work facility has not been declared closed or inaccessible by the Governor, agency head or his designee, the employee shall be permitted to use accrued vacation leave to cover the period of absence from work.

If an employee on approved vacation leave becomes ill, sick leave cannot be substituted. Employee may substitute sick leave if they provide a doctor's note.

**Use in Conjunction with Other Leave Types.** The sequence in which various leaves will be taken is (1) Compensatory Leave, (2) On-Call Leave, and (3) Vacation Leave. Supervisors may grant exceptions to this standard order if necessary to keep the employee from reaching maximum vacation accrual limits.

**Use Parameters for Executive Employees Only.** Employees designated as executive are not required to use accrued vacation in less than half day increments. For example, based on an eight hour day, if an Executive employee works for 6 hours, and takes the remainder of that day off, the decision to use vacation leave is at the employee's discretion. Conversely, if that executive employee works for 2 hours, and takes 6 hours of vacation that day, then 6 hours of accrued vacation leave is used.

Executive employees who work 40 hours in a workweek should record no leave taken, even if they take more than a half day off on a particular day. For example, an executive employee who works 10 hours per day Monday thru Thursday and then takes Friday off would record no leave taken, as 40 hours had been worked for that week.

### **Effect of Transfers on Accrued Vacation**

An employee's accrued vacation leave transfers with the employee when transferring from one State agency to another with no break in service. (Saturday and Sunday are not considered to be a break.)

### **Effect of Separation on Accrued Vacation**

When an employee leaves State service, all accrued and unused vacation leave will be paid to the employee in his final paycheck. Vacation payout is calculated based on the employee's permanent hourly rate of pay on the effective date of separation.

## **WORKPLACE VIOLENCE**

EIPH is committed to providing a work environment free from violence for all employees. EIPH will not tolerate any form of violence in the workplace including verbal or physical threats or intimidation which includes the possession of weapons in the workplace which can undermine the safe and effective performance of employees while they work.

### **Duty to Report**

It is the duty and responsibility of all employees to report any potentially dangerous situation to their immediate supervisor, Division Director, or EIPH Director.

### **Confidentiality**

After reporting the situation, employees shall not discuss the matter with co-workers or persons not directly responsible for investigating the matter, except in cases when there is risk of imminent physical danger.

### **Action**

The Administrative Team will promptly convene to investigate any incidents of workplace violence. If evidence exists to support the allegation of violence or threats of violence, and the offender is an employee, disciplinary action may occur, up to and including immediate dismissal. If the offender is not an employee, other appropriate action will be taken by Administration.

***In all situations, if the violence appears to be imminent, take the precautions necessary to assure your own safety and the safety of others and then call 911.***